



# JOB OPPORTUNITY

## CALIFORNIA STATE DEPARTMENT OF INSURANCE

### ACCOUNTING ADMINISTRATOR I, SUPERVISOR \$4,746 - \$5,726 ACCOUNTING SERVICES BUREAU SACRAMENTO

**RESPONSIBILITIES:** Under the general supervision of the Accounting Administrator II, this position is responsible for providing direction, establishment of policies and procedures impacting the maintenance, reporting and financial records relating to the Revolving Fund/Payroll Unit in the California Department of Insurance. Specific duties are as follows:

- Plan, organize, and direct the workload for the Revolving Fund/Payroll Unit.
- Manage the issuance and control of advances and related invoices/documents.
- Manage the processing and releasing of payroll and salary advances.
- Oversee the use of the Department's ORF (\$3 million) and the reconciliation of advances.
- Ensure all payments are timely and properly recorded in the department's automated accounting system (CALSTARS) and in compliance with all rules and regulations.
- Ensure all employees' taxable travel reimbursements are reported to State Controller's Office timely and accurately.
- Coordinate the year-end activities to ensure timely and accurate completion of the year-end financial statements.
- Assist the Bureau Chief in developing and implementing the necessary policies and procedures to maintain proper internal controls.

**DESIRABLE QUALIFICATIONS:**

- Strong supervisory and organizational skills.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting, and CALSTARS.
- Excellent oral, written and analytical skills.
- Excellent interpersonal skills.
- Ability to make sound decisions and recommendations.
- Ability to work effectively under stressful situations.
- Ability to manage multiple tasks concurrently and efficiently.
- Good attendance.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Accounting Administrator I, Supervisor level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed.

Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Ellen Uy, Department of Insurance, 300 Capitol Mall, Suite 1400, Sacramento, CA 95814. **Please indicate "Accounting Administrator I, Supervisor #192-4549-001" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3381.

**FINAL FILING DATE:** September 25, 2006 or Until Filled

**NOTE:** Interested individuals must submit applications in order to be considered for this position.

pb09/14/06

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.